

If you need help to complete this form, read MORE INFORMATION at the end of this form.

 The City of Greater Geelong is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Greater Geelong for the purpose of assessing planning permit applications, parts of which are set out in the *Planning and Environment Act 1987*.

The personal information will be used for the following purposes:

- Correspond with you about your permit application.
- If necessary, notify affected parties who may wish to inspect your application so that they can respond- this may be a notice onsite, a notice online, a notice in the newspaper and/or by post.
- Or for any other directly related or reasonably related purposes.

The information you provide will be made available:

- Online on the City's website during the public notice period of the application.
- On the City's permit register.
- To any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal.
- To the relevant officers within the City and other pertinent Government agencies directly involved in the planning process.
- To persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 or the Freedom of Information Act 1982.

It will not be disclosed to any other external party without your consent unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Greater Geelong, please contact the Planning Department on 5272 4456 or via email statplanning@geelongcity.vic.gov.au



Questions marked with an asterisk (*) must be completed.

- If the space provided on the form is insufficient, attach a separate sheet.

The Land *

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No.:	Street No.:	Street Name:
Suburb/Locality:		Postcode:

Formal Land Description *

Complete either A or B.

 This information can be found on the certificate of title.

A	Lot No.:	☐ Lodged Plan	☐ Title Plan	☐ Plan of Subdivision	No.:
OR					
B	Crown Allotment No.:		Section No.:		
Parish/Township Name:					

Applicant Details *

Provide details of the applicant.

Applicant *

The person who wants the permit.

Name		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		
If it is a P.O. Box, enter the details here		
Unit No.:	St. No.:	St. Name:
Suburb/Locality:		State:
		Postcode:

Note: The consent relates to personal information to be available on the City's website. Business information is public information therefore consent is not required.

As the applicant, I give my consent for my personal name, contact details and signature to be made available on the City's website for the purposes of the *Planning and Environment Act 1987* and may only be used for those purposes.

☐ Yes ☐ No

Signature: (Required)

day / month / year

Date:

Contact Details *

Provide details of the contact person.

Contact *

Where the preferred contact person for the application is different from the applicant, provide the details of that person

OR
Same as Applicant ☐

Note: The consent relates to personal information to be available on the City's website. Business information is public information therefore consent is not required.

Name		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a P.O. Box, enter the details here
Unit No.:	St. No.:	St. Name:
Suburb/Locality:		State: Postcode:

As the applicant, I give my consent for my personal name, contact details and signature to be made available on the City's website for the purposes of the *Planning and Environment Act 1987* and may only be used for those purposes.

☐ Yes ☐ No

Signature:
(Required)

day / month / year

Date:

Please provide at least one contact phone number and an email address *

Business Phone:	Mobile Phone:
Email:	

Owner Details *

Owner *

The person or organisation who owns the land.

Where the owner is different from the applicant, provide the details of that person or organisation

OR
Same as Applicant: ☐

Owner's details		
Name		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a P.O. Box, enter the details here
Unit No.:	St. No.:	St. Name:
Suburb/Locality:		State: Postcode:
Owner's Signature (Optional):		day / month / year
		Date:

Continue next page

Property Information *

Accurately describe the address of the land and (if applicable) attach a current certificate of title, plans and/or any other supporting documentation.



Application for Certificate *

Please select option A or B *

Option A

Certificate for an
EXISTING use and/or
development.

SECTION 97N (1)(a)

I am asking for certificate stating that an **EXISTING** use or development of land complies with the requirements of the planning scheme at the date of the certificate.

☐

Please describe the use or development for which the certificate is sought. Attach any supporting information which the Responsible Authority may require to decide whether to issue a certificate.



OR

Option B

Certificate for a
PROPOSED use and/or
development.

SECTION 97N (1)(b)

I am asking for certificate stating that a **PROPOSED** use or development of land would comply with the requirements of the planning scheme at the date of the certificate.

☐

Please describe the use or development for which the certificate is sought. Attach any supporting information which the Responsible Authority may require to decide whether to issue a certificate.



Application Fee

Certificate of Compliance

\$379.90

Payable on Lodgement

Declaration *

This form must be signed *

I declare that the information provided above is true and correct.

If the Applicant is not the Owner, I declare that the Owner is aware of this application.

Full Name:

Signature:
(Required)

Date:

day / month / year

Lodgement

Lodge the completed and signed form, the fee and all documents with:

City of Greater Geelong
PO Box 104
Geelong VIC 3220

137-149 Mercer Street
Geelong VIC 3220

Contact information:

Phone: (03) 5272 4456
statplanning@geelongcity.vic.gov.au

Deliver application in person, by post or by electronic lodgement to:
statplanning@geelongcity.vic.gov.au

How to Apply for a Certificate of Compliance

The *Planning and Environment Act 1987*, section 97N provides that:

1. A person may apply to the Responsible Authority for –
 - a) A certificate stating that an existing use or development of land complies with the requirements of the planning scheme at the date of the certificate; or
 - b) A certificate stating that a proposed use or development (or part of a proposed use or development) of land would comply with the requirements of the planning scheme at the date of the certificate.
2. The application must be accompanied by the prescribed fee.

The Applicant

- Give your full name or the name of the company.
- Give your full postal address and your contact phone number

The Owner

- If the applicant is not the owner, give the owner's name and address.

The Land

- Give the street number, street name, town and postcode.
- If you cannot give this information, then you must give –
 - The lot number and lodged plan number; or
 - The Title particulars; or
 - The Crown Allotment particulars

The subject of the application

You must either:

- Describe fully what you want to do with the land (for example, build a factory and use it for making milk cartons); or
- Describe fully the existing use and development on the land.

In either case, attach additional information if there is insufficient room, and attach a plan to show details of the use and development.

You must give full details of your proposal or of the existing use and development for which you seek a Certificate and attach as many supporting documents as possible. If you do not give enough detail the Responsible Authority may be unable to decide whether a Certificate can be issued, and you will be asked for more information. This will delay the application. Additional Information may include (but not limited to):

- Statutory Declarations;
- Copies of any Planning Permits including Approved Plans/Documents;
- Copies of other approvals confirming an existing use or development (e.g. Building Permits)
- Any other information (e.g. Photographs, Formal Records Applicable to the Land, Notices, Utility Records, etc).

If you attach a plan, include:

- The boundaries of the land and their measurements
- The street it faces
- The nearest intersection street and the distance from this street
- The name of all streets on the plan
- The direction of North
- The scale of the plan

Before submitting the application, make sure that you have:

- Answered all the questions.
- Attached all the maps, plans, photographs and other documents.
- Included a list of all the documents.

Important Note:

A Certificate may be cancelled if there has been a material mis-statement of concealment of fact in relation to the application for the certificate.